

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No. K0223787		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Public Service Executive I - Unclassified	
3. Division Economic and Employment Services				12. Proposed Class Title	
4. Section Strengthening Families Services		For Use By Personnel Office	13. Allocation		
5. Unit Children Services			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By		Approved
7. (circle appropriate time) Full time XX Perm. Inter. Part time Temp. %		Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00AM To: 5:00PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Who evaluates the work of an incumbent in this position?

Name: Carrie Hastings **Title:** Public Service Executive II **Position Number:** K0210207

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Errors in actions or decisions could result in incorrect implementation of program policies; and children and families not receiving services. Not implementing a federal requirement could result in major loss of federal dollars. Limited resources may not be maximized if systems are not developed to eliminate duplication.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 40%	Provides policy management to the Kansas Head Start Program. Determines proposes, and develops policy options and policy manual materials for the KEHS program. Writes, interprets, coordinates and provides technical assistance to EHS/HS programs and SRS Central office staff on stat policies and federal regulations governing EHS/HS programs. Assists in legislative testimony and preparation of reports for agency programs and policies.
2. 30%	<p>Defines, coordinates and evaluates the outcomes of the EHS/HS programs. Determines if programs are meeting contracted services. Identifies areas of improvement, institutes corrective action, and evaluates results focused on desired outcomes. Provides direction to programs which are not meeting expected outcomes.</p> <p>Coordinates with SRS Finance and Reports Section and provides technical assistance to State Early Head Start programs to complete reports and justify expenditures for use of state funds.</p>
3. 25%	<p>Coordinates annual grant application and award process; reporting requirements; monitoring visits; non-compliance; and all other communications and actions. Completion of required reports for legislature, federal and state reporting and other necessary communications.</p> <p>Collaborates with EES Program managers to assist with Strengthening Families Services activities with in EES. Provides planning, direction, oversight, and coordination and/or participates in team decision making for other EES projects for outreach, resource development, and partnership building in the areas of child care and early childhood development, services and activities for families and children, etc. as assigned.</p>
4. 5%	Accepts special assignments and provides consultation on program issues as requested.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

-
23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to monitor the Kansas Early Head Start grantees and services, oversee compliance with the rules of the CCDF and the Head Start Program Performance Standards, disseminate rules and regulations that govern the overall administration of the plan and manage the expenditures of the funds by sub-grantees and contractors could result in major loss of federal dollars.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made regularly with EES staff, officials in KDHE Child Care Licensing, KSDE, Kansas Head Start Association, Early Head Start Programs, and others in various state and local agencies. This position requires working with the public, and with a wide range of employees and public officials. Public and group facilitation is required.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Must be able to carry 25 lbs. (materials, booklets, etc. as needed). Position requires in state and possible out of state travel.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal Computer- daily
Power Point software/ projector – occasionally
Overhead Projector – occasionally
Fax Machine
Copier

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - Special or professional

Bachelor's Degree. Social Services or Early Childhood/ Elementary Education Degree preferred.

License, certificates and registrations

Special knowledge, skills and abilities

Knowledge and/ or experience with Early Head Start and the Head Start Program Performance Standards.

Experience - Length in years and kind

One year of experience in planning, implementing, monitoring and directing activities relevant to the agency's KEHS program.
Education may be substituted for experience as determined by the agency.

One year experience of leadership ability at the administrative level including demonstrated skills and experience in facilitation, conflict resolution and problem solving.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date